



WISCONSIN
INTERACTIVE
NETWORK

Wisconsin Agency Content Management System

A guide to use calendar and news SharePoint webparts

Version 1.0

SharePoint Webparts

By using web parts, you can modify the content, appearance, and behavior of pages of a SharePoint site through the browser of your choice. Web parts are server-side controls that run inside a web part page. WIN has created two custom webparts that are easily accessed and can be dragged and dropped onto a page of your choice. Configuration of the news webpart is done through the news Sharepoint list. Event calendar webpart configuration is done in the calendar webpart itself.

News Webpart

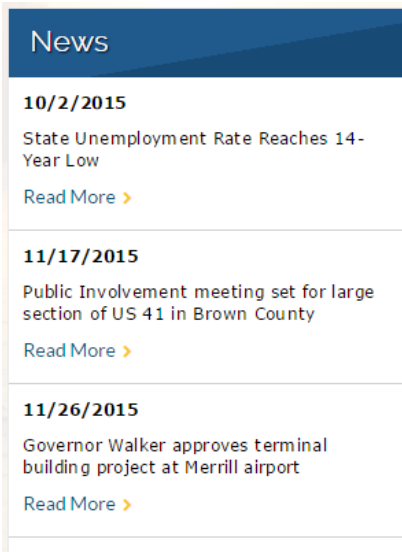


Figure 1: News webpart displays date, news story title, and URL

Event Calendar Webpart

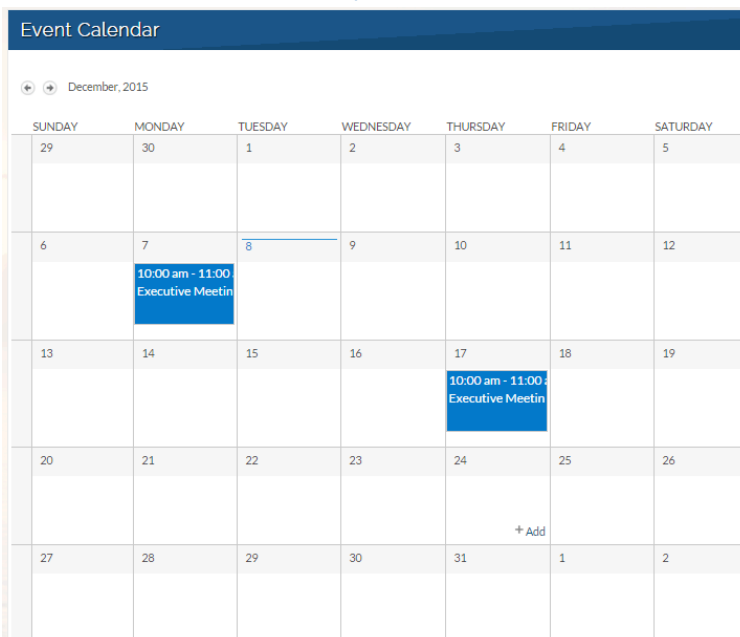


Figure 2: Calendar webpart displays date, time and title of the event in a calendar format

News Webpart Setup

1. In order for the News webpart to display properly, you will need content for it to display. If you don't already have a list, create one.
2. In the ribbon, click on the gear icon next to your login name. Select "Site Contents"

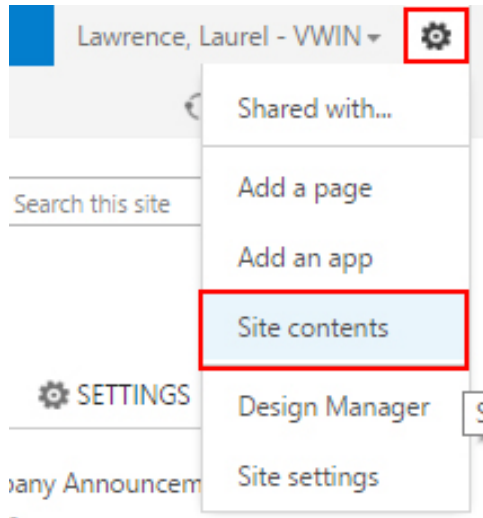
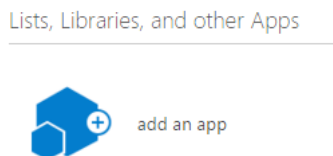
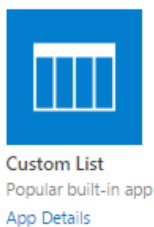


Figure 3: Select "Site Contents"

3. Select "add an app"



4. Select "Custom List"



5. A dialog box will pop up. Enter in a name for your list such as "News" or "News and Events"

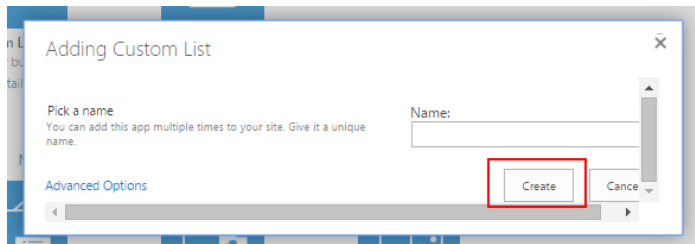


Figure 4: Name your custom list. Select "Create" button to create your list.

6. Your newly created list will now appear in your Site Contents. Select your list to create items to display in your news webpart.

Adding a News Webpart

1. Navigate to the page where you would like the webpart located. In edit mode, click within the content area of the page where you would like the webpart to appear
2. In the ribbon within the "Insert" tab, select "WebPart"
3. Select "Apps" within categories
4. Select "Company Announcements"
5. Click the Add button on the bottom right to add the webpart onto your page

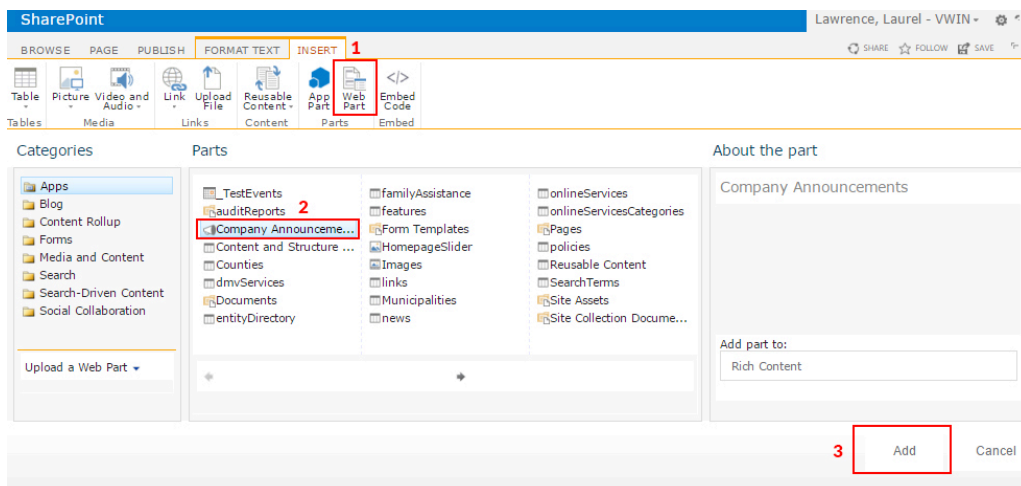


Figure 5: SharePoint ribbon, selecting the "Company Announcements" webpart

6. Your Company Announcements webpart will now be placed onto your page and display your list items. To edit the look and feel of your webpart we need to open the webpart settings by clicking on the small dropdown arrow on the top right of the webpart.

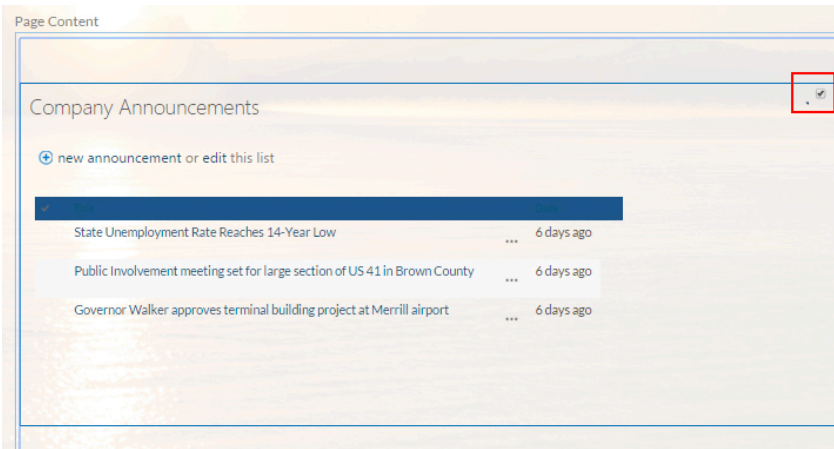


Figure 6: Open the webpart settings by clicking on the dropdown arrow on the top right

8. You can change the custom style of your webpart that WIN has provided by typing in the JS Link within the webpart settings menu:

[~siteCollection/_catalogs/masterpage/Display Templates/Content Web Parts/wisconsin/Announcement_JSLink.js](#)

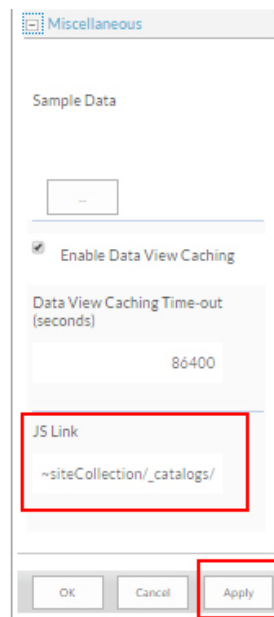


Figure 7: Updating the JS Link URL

9. Selecting “Apply” will display all of your selected settings within your webpart on your page.



Figure 8: Your webpart should look like this

10. Save or check in your changes when you are finished

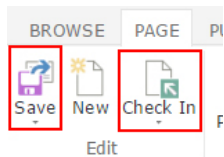


Figure 7: Save or check in your webpart changes through the SharePoint ribbon bar

Calendar Webpart Setup

1. In order for the Calendar to display properly, you will need to add a calendar app to your site
2. In the ribbon, click on the gear icon next to your login name. Select "Site Contents"

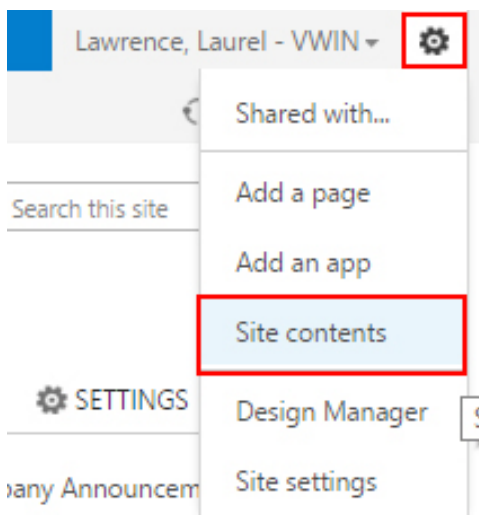


Figure 9: Select "Site Contents"

3. Select “add an app”

Lists, Libraries, and other Apps



4. Select “Calendar”

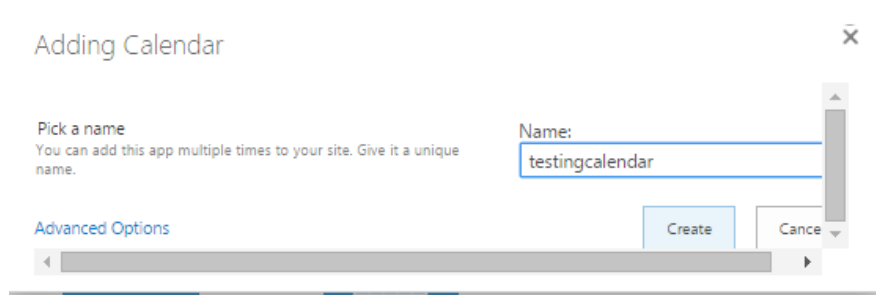
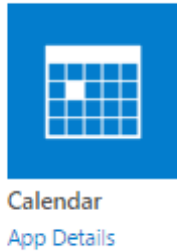


Figure 10: Name your calendar. Select “Create” button to create it.

5. Your newly created Calendar will now appear in your Site Contents and will appear in your SharePoint ribbon bar when adding your calendar onto your site pages.

Adding an Event Calendar Webpart

1. Navigate to the page where you would like the webpart located. In edit mode, click within the content area of the page where you would like the webpart to appear
2. In the ribbon within the “Insert” tab, select “WebPart”
3. Select “Apps” within categories
4. Select your calendar list app, the name might vary but will have a calendar icon
5. Click the Add button on the bottom right to add the webpart onto your page

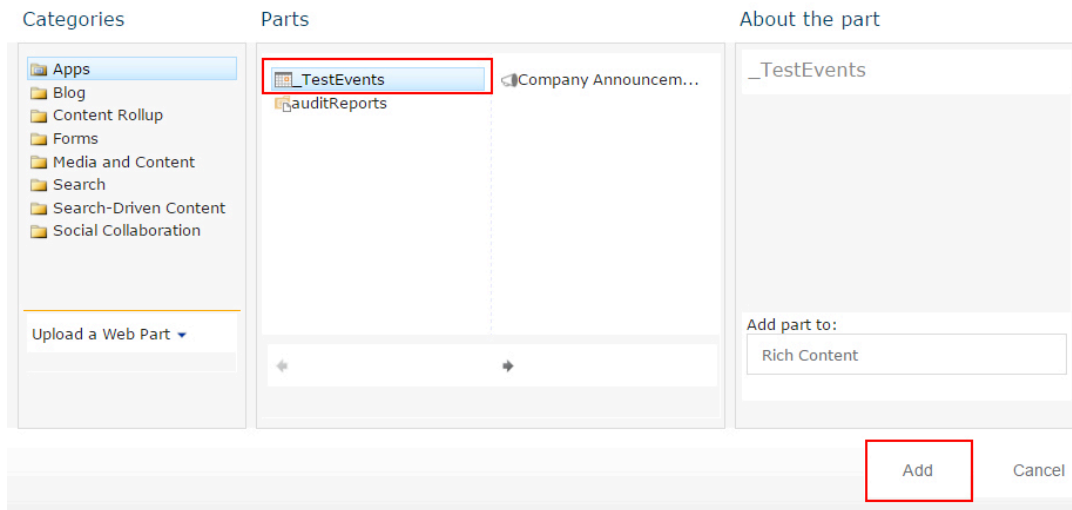


Figure 11: SharePoint ribbon, selecting the Calendar app webpart

6. Your Calendar app webpart will now be placed onto your page

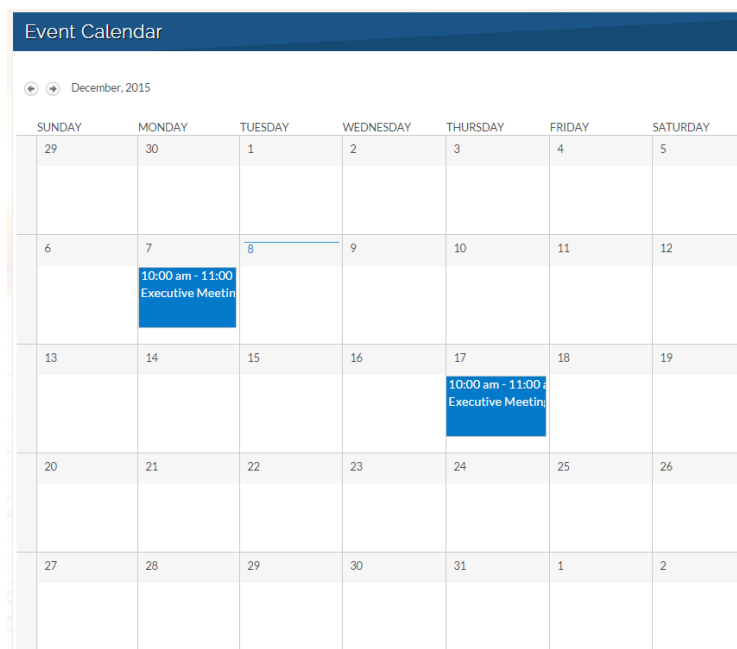


Figure 12: Your Calendar webpart should look like this

7. To add an event onto the calendar. Hover over the date on the calendar where you would like your event to appear and click on the small "Add" button that appears.

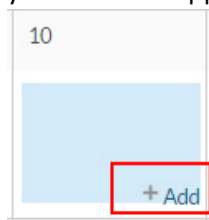


Figure 13: Select the "Add" button on the calendar

8. A new calendar item dialog button will display. Enter the title, start and end date, as well as other optional information for the event if you would like. Click Save on the bottom right and your event will appear on your calendar. Repeat the process for multiple events.

TestEvents - New Item

EDIT

Commit Clipboard Actions Spelling

Title *

Location

Start Time * 12/10/2015 12 PM 00

End Time * 12/10/2015 1 PM 00

Description

Click for help about adding basic HTML formatting.

Category

Specify your own value:

All Day Event ☐ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence ☐ Make this a repeating event.

Order

Save Cancel

Figure 14: Entering calendar event information

9. Save or check in your changes when you are finished

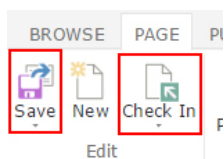


Figure 15: Save or check in your webpart changes through the SharePoint ribbon bar